



# Job Opportunity

## State Controller's Office

*This vacancy is subject to internal Post and Bid appointment.*

**Position:** Staff Services Analyst (General)

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 518, Sacramento, CA 95814

**Issue Date:** January 4, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, (916) 323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-640-5157-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general direction provided by a Senior Management Auditor, the incumbent will serve as a staff resource and provide analytical support for implementing functions related to the Unclaimed Property Program within the Division of Audits. Specific duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Research and analyze probable industries and/or Unclaimed Property holders to identify under-reporting or non-reporting holders for field examinations; summarize analyses that include background, company information, industry statistics, and reporting history to management.
- Develop and maintain examination inventory and the dispositions of examinations (i.e. findings, collection efforts, etc.); develop a desk examination protocol and follow up with holders for further compliance; prepare periodic updates of examination status, detailing pending examinations, collections and remittances.
- Design and develop educational pamphlets and brochures for holder outreach; coordinate data collection with the Division of Collections regarding Unclaimed Property reporting; compile examination statistics for legislative reports; provide analysis and consultation services to management as needed.
- Update and maintain library of resource references (such as laws and regulations, legal opinions, etc.); track, analyze, and apprise management of proposed statutes or changes to Unclaimed Property laws and regulations.
- Assist in maintaining the Third-Party Contractor database; implement new recommendations and procedures as adopted for the Bureau; coordinate operation and support functions between two SCO offices.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**DESIRABLE QUALIFICATIONS:**

- Strong analytical skills;
- Ability to perform comprehensive research with attention to detail;
- Ability to work with minimal supervision;
- Good organizational skills;
- Ability to manage multiple priorities, adjust priorities, and work under time-sensitive deadlines;
- Excellent communication skills;
- Experience in software applications such as Microsoft Access and Excel.

***Applications will be screened and only the most qualified will be interviewed***

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls